

# Missouri

## Transfer Guidelines



### Student

### Rights

### and

### Responsibilities



The Coordinating Board for Higher Education is required by statute to “establish guidelines to promote and facilitate the transfer of students between institutions of higher education within the state.” The Coordinating Board is committed to the principle that a student with a clear educational goal should be able to complete a degree program in the shortest possible time, whether the student remains at one institution or transfers to another.

Transfer students have both rights and responsibilities. The purpose of this guide is to help students transferring between accredited Missouri institutions without losing academic credits toward graduation. This requires careful planning and a clear understanding of the statewide policy.

#### Steps for a Smooth Transfer

1. Students who intend to transfer should know the admissions requirements of the receiving institution.
2. When considering transfer, students should talk to transfer advisors at both the sending and receiving institutions.
3. Students should select majors that meet their educational goals and choose courses that will maximize their acceptance by receiving institutions. Students who change majors may not be able to apply all previously earned credit toward their new majors.
4. Transfer students will be evaluated using the same criteria as is used for native students. Admission to specific degree programs may result in additional requirements.
5. Students should check periodically with a transfer advisor at the receiving institution to ensure the acceptability of credits and to learn of any changes in requirements. Transfer students who maintain continuous enrollment will use the same catalogs as native students who began their studies at the same time.

**Prospective transfer students should contact the academic affairs or student services office at their institutions to obtain the names of transfer advisors at both the sending and receiving institutions.**

#### Transfer Degrees and Career Programs at Missouri Institutions

The Coordinating Board for Higher Education recognizes three associate-level degrees: the associate of arts (AA), the associate of science (AS), and the associate of applied science (AAS).

##### Associate of Arts (AA)

An associate of arts degree is a two-year degree that indicates the completion of a student’s lower-division general education requirements. It is a specific transfer degree for entry, at the junior level, into the general range of baccalaureate degree programs offered by a four-year college or university. This degree requires the completion of a 42 semester-hour block of general education.

##### Associate of Science (AS)

An associate of science degree is a specialized degree that is intended for transfer into a pre-professional program. It should result from careful planning and agreements between specific two- and four-year institutions. These agreements will be developed through consultations between sending and receiving institutions on a program-by-program basis. This process may involve changes in the model general education requirements.

##### Associate of Applied Science (AAS)

An associate of applied science degree is the main occupation-oriented degree. The primary purpose of this degree is to prepare a student for entry into a particular occupation upon the completion of the degree. While the AAS degree historically has not been intended for transfer into a baccalaureate degree program, some Missouri institutions have negotiated program-to-program agreements to facilitate the transfer of the AAS degree. Interested students should contact their academic advisors to determine whether agreements exist for their particular areas of interest. When transferring to a four-year institution, a student should expect the receiving institution to evaluate each course in terms of its applicability to the requirements of the student’s major field of baccalaureate study.

**Students who transfer fewer than 24 credit hours must meet the admissions requirements for first-time students of the receiving institutions. Students transferring 24 or more credit hours must meet the eligibility requirements for transfer students published by the receiving institutions.**

#### Transferability of a 42 Semester-hour Block General Education Program (Required of Public Institutions and Recommended for Independent Institutions)

An institution’s 42 semester-hour block general education program consists of institution-specific competencies designed to ensure that students meet the requirements of the statewide general education goals related to the skill and knowledge areas listed below.

Skills	Knowledge
Communicating	Social and Behavioral Sciences
Higher-Order Thinking	Humanities and Fine Arts
Managing Information	Mathematics
Valuing	Life and Physical Sciences

Students completing the sending institution’s 42 semester-hour block general education program will not be required to complete any additional lower-division courses in the receiving institution’s 42 semester-hour block general education program. However, transfer students may be required to take additional courses – including upper-division general education courses, capstone courses, foreign language courses, and/or other graduation requirements – that are required of all students at the receiving institution.

Other Important Information

1. Students with AA degrees typically will transfer 64 credit hours, which is approximately the first two years toward a baccalaureate degree. Lower-division credit hours completed in addition to the AA degree will be evaluated for transfer on a course-by-course basis in accordance with program-to-program agreements between institutions. Students who transfer credits from a community college without completing the AA degree will be evaluated on an individual basis.
2. Grades of D or better earned in college-level work at accredited or approved institutions of higher education should receive full credit when transferred to another institution. However, the receiving institution will treat all grades on the same basis as they are treated for native students. For example, if a native student is required to repeat a specific course in which a D grade was received, a transfer student also will be required to repeat the same course if a D grade was received.
3. Pass/fail credit will be transferred and treated by the receiving institution in the same way it is treated for native students.
4. Students with AA degrees will be considered as having completed all lower-division general education requirements when transferring to four-year institutions. Non-degree transfer students who have been certified by their sending institutions as having completed the 42 semester-hour block general education program also will be considered as having completed all lower-division general education requirements. Exceptions to this policy may include foreign language courses, additional lower- and/or upper-division general education institution-wide requirements, and other graduation requirements applied to all students. All other degreed and non-degreed students must satisfy the course requirements of their receiving institutions, with review and determinations of student appeals occurring on a case-by-case basis.

5. Transfer students shall be subject to the same regulations regarding the applicability of catalog requirements as native students. For example, if native students of the receiving institution are governed by the catalog in force at the time of their initial enrollment – provided they maintained continuous enrollment, then the catalog of the receiving institution in effect at the time of the transfer student’s initial enrollment in the sending institution will govern that student’s degree requirements – provided the student maintained continuous enrollment and remains in the same degree program.
6. Students pursuing degrees in professional programs can expect different and/or additional requirements, including general education requirements, for degree completion and bear the responsibility for knowing and completing all requirements specific to their respective professional degree programs.  
  
The completion of 24 credit hours prior to admission to a specific degree program does not ensure admission into the program. In addition, requirements for admission into a specific degree program for a first-time, full-time, degree-seeking student (i.e., a freshman at a four-year institution) may differ from those for a student transferring to that same four-year institution and seeking admission into the same degree program. Likewise, completion of the 42 semester-hour block of general education prior to transfer does not ensure that the transferring student has met all the requirements for successful entrance into a specific professional degree program at the receiving institution. The transferring student should identify any major-specific general education requirements of the receiving institution and, if possible, complete the requirement(s) at the sending institution prior to transfer. It also may be possible to take other non-general education major-specific requirements prior to completion of an AA degree.
7. If you received financial assistance at one school, it will not automatically transfer to your new school. If you completed the Free Application for Federal Student Aid during the current academic year and you decide to transfer, your new school must review your previous financial aid history. Contact your new school about the transfer process.

Right to Appeal

A student has the right to appeal a denial of transfer credit by the receiving institution. The student is encouraged to involve the articulation officer of the sending institution in reviewing the situation and, if warranted, becoming an advocate for the student. Institutional appeal policies should be available in the institutions’ catalogs or student handbooks. If an appeal is denied by the institution after all internal steps have been exhausted, the transfer student may appeal to the state-level Committee on Transfer and Articulation (COTA). A student appealing at the state level must have:

- exhausted all levels of appeal at the institution based on the appeals process published in his/her institution’s catalog or student handbook (This process should not involve more than three levels.) and
- notified COTA, in writing, of the reason for the state-level appeal.

Appeals to COTA should be mailed to: Commissioner of Higher Education, Missouri Department of Higher Education, 3515 Amazonas Drive, Jefferson City, MO 65109.

Glossary

**Native student** - A student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment and who has taken no more than 11 hours at another institution of higher education.

**Transfer student** - A student entering an institution of higher education with academic credit earned at another institution, that is applicable at the institution the student is entering.

**Receiving institution** - The institution of higher education in which a transfer student wants to enroll and to have previously earned credit applied toward a degree program.

**Sending institution** - The institution of higher education of most previous enrollment by a transfer student at which transferable academic credit was earned.

**42 semester-hour block general education program** - A general education program of institution-specific competencies aligned with statewide goals for four skill areas (communicating, higher-order thinking, managing information, and valuing) and four knowledge areas (social and behavioral sciences, humanities and fine arts, mathematics, and life and physical sciences). This 42 semester-hour block of general education was designed to facilitate student transfer between Missouri institutions and to increase institutional accountability for student performance in general education. Public institutions of higher education shall accept in transfer a successfully completed 42 semester-hour block designated by the sending institution as fulfilling the requirements of the statewide goals associated with the aforementioned skill and knowledge areas. It is recommended that independent institutions of higher education become signatories to, and align their general education programs with, this general education policy. Additional courses – including foreign language, additional upper-division general education requirements, and/or graduation requirements – may be required of both native and transfer students alike.